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at DDIS 59.4377

25X1A6A



21 September 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Additional Compensation,

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25X1A6A REFERENCE: Memorandum from Chief,
Budget Division, dated 31 August 1959, Subject:
Report on Additional Compensation - Vouchered Funds

1. In explanation of the amounts of overtime used during the six pay periods covered; 5 April through 27 June 1959, the following breakdown is used:

| | |
|--------------|------------------|
| Overtime | 1276 hours |
| Holiday Time | <u>408</u> hours |
| Total | 1684 hours |

A further breakdown by organizational element and/or function is as follows:

| | <u>Overtime Hours</u> | <u>Holiday Hours</u> |
|----------------------|-----------------------|----------------------|
| Telephone Office | 10 | 40 |
| Budget and Finance | 0 | 0 |
| Procurement & Supply | 267 | 0 |
| Personnel | 0 | 0 |
| Medical | 2 | 0 |
| Engineering | 128 | 0 |
| Security | 548 | 288 |
| 25X1 | 281 | 80 |
| Services | <u>40</u> | <u>0</u> |
| | 1276 | 408 |

2. The basis of calculation of overtime hours per employee stated for comparative purposes in the above reference was the total of 1684 hours. Over 50% of employees are engaged on shift work operating seven days a week (guards and telephone personnel); therefore, holiday staffing is mandatory and the 408 hours expended during this period is excluded from any subsequent explanation. On the basis of overtime hours only, 1.54 hours per employee were worked during the period.

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3. Following is an explanation by element and/or function:

a. Telephone Office

The overtime hours expended were occasioned by sickness of an operator and the necessity of calling an operator not previously scheduled to fill the gap. The office is staffed by a Chief Operator and a second operator on the daylight shift, two operators on the second shift and one on the midnight shift - a total of five operators. This is done to allow flexibility in event of sickness or leave whereas previously a lack of flexibility pertained as the day shift was covered by three personnel and one on each of the other shifts.

b. Procurement and Supply

The major portion of the time used was expended in preparing for the installation of Financial Property Accounting which was installed effective 1 May 1959. In detail this included:

(1) Checking and adjusting memorandum receipt accounts and typing Report of Inventory Adjustments.

(2) Typing and checking new stock record cards necessitated by the new system.

(3) Checking IBM runs of In-Use and On-Hand accounts which served as an opening inventory.

Prior to installing the system, a Building Supply Officer account was established to ease the burden of documents which would otherwise flow through the system. A listing of approximately 400 items was prepared and issued to this account, and a section of the warehouse set aside for this purpose. For the above reason similar work was done on maintenance items to place them in a similar account.

Upon receipt of notification of change of primary mission to accommodate more than personnel work was commenced to adjust Emergency Plan stock levels for all items including groceries.

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In connection with this, rewarehousing was accomplished to (1) release space formerly used for staple groceries to provide storage space for [REDACTED] and, (2) to provide an expanded area for groceries in the warehouse [REDACTED]

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In addition to the above, overtime was expended the first two closings of FPA for running tapes and reconciling each materiel group.

c. Security

Overtime during this period was far greater than usual due to training time. At the request of this Office, a registered nurse from the Medical Staff conducted a first aid course for 46 personnel of 8 hours. Although some of this was conducted on regular time, shift work necessitated calling some personnel in on overtime. In two subsequent months range firing and training in fire fighting was conducted and occasioned some overtime for the above stated reasons.

d. Engineering

Overtime is accounted for by the following categories:

[REDACTED]

e. Services

40 hours were expended in preparing current stock listings prior to installation of FPA.

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4. It is pointed out that the period covered is not representative as much of the work accomplished in Procurement and Supply was of a one time nature. In the current period overtime is being held to the absolute minimum and as a matter of record it is stated that not one hour was expended in preparation for the recent exercise.

5. As a further matter of record, it is stated that other than those hours expended for emergency coverage, all time was requested and approved by the undersigned under a delegation of authority executed

[REDACTED]

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[REDACTED]